

Resume

Name: Jesmine Aw

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Date of availability: May – August

Gender: Female

Education

National University of Singapore

Aug 2016 to Present

Bachelor of Arts, Department of Southeast Asian Studies

- Completed coursework (Southeast Asian Studies): Introduction to Southeast Asian Studies; Thai Drawing and Painting; Popular culture in Southeast Asia
- Completed coursework (Humanities and Social Sciences exposure modules): Linguistics; Sociology; Political Science
- Completed coursework (Core and Writing): World Religions; Quantitative Reasoning; Writing Academically; Public writing and speaking
- Expected graduation: 2020

School of the Arts, Singapore

Jan 2010 to Nov 2015

International Baccalaureate Diploma with 36 points

- EAGLES Award

Working / Professional Experience

Angel Florist Dec

2015 – Feb 2016

Hamper Packing and Bouquet Making, Assistant Florist

- Packed Christmas and Chinese New Year Hampers
- Assisted in Valentines Day bouquet making

Thow Kwang Industry Pte Ltd

Feb 2016 – Aug 2016

Pottery workshop, Assistant Instructor

- Managed all art and office supply needs for the pottery workshop

- Led tours for the Dragon Kiln and history of pottery in Singapore
- Facilitated any queries regarding the environment and pottery-making process
- Assisted senior instructors in teaching pottery classes tailored to both young and old

KPMG

Dec 2016 – Jan 2017

Forensic and Litigation, Temporary administrator

- Given assignments by one partner in the department
- Analysed monthly balance sheet accounts for corporate reporting
- Assisted senior auditors with fraud, misconduct and corruption investigations

Co-Curricular Activities & Leadership Experience

Competitions

July 2016 – Aug 2016

- Participated in Arts Bash 2016 (Pageant)

NUS FASS O'Week 2016

July 2016 – Aug 2016

- Orientation Group Leader (OGLs) - coordinated with other OGLs in planning the camp, managed logistics and work delegation
- After abrupt cancellation of the camp, facilitated a one day orientation for a group of 15 freshmen, interacting and introducing them to school life in NUS FASS, providing guidance where needed

Arts Bash 2017

- Head of publicity
- Facilitated committee recruitment, videos and photo editing

Skill & Interests

- IT Skills: Microsoft Word, Powerpoint, Excel
- Languages: English, Mandarin Chinese
- Interests: Musicals and plays, swimming, hiking, gardening